



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Conservancy Project Development Analyst II
Position Number	415-001-4809-009
CB Identifier	R01
Working Title	Restoration Projects Coordinator
Division / Unit	Field Operations & Grants / Grants & Reimbursements
Incumbent Name	
Working Location	Auburn, CA
Supervisor/Manager	Grants & Reimbursements Manager
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

The reporting location for the Conservancy Project Development Analyst II (CPDA II) position is at the SNC Headquarters Office located in Auburn, CA. Under direction of the Grants & Reimbursements Manager (Staff Services Manager I), the Restoration Projects Coordinator (Coordinator) leads the Sierra Nevada Conservancy's (SNC or Department) established partnership effort, through which SNC partners with federal, state, and private agencies and organizations to focus funding on the Sierra Nevada Region and implement natural resource restoration and conservation projects. The Coordinator works with the SNC management team to explore opportunities and engage funding partners, collaborates with funders and local partners to design restoration projects, and engages local partners to lead on-the-ground project implementation. The Coordinator is responsible for management of the primary funding agreements between SNC and the funding partners, as well as sub-agreements to local partners to implement the projects. This position is a balance between collaborating with a variety of stakeholders, administration of grants and agreements, and in-the-field engagement with restoration projects. The Coordinator may work with a high level of independence and inform future development and direction of the restoration partnership program (program). The position will require frequent travel throughout the Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

45% (E) – Coordination of SNC Restoration Partnership Agreements

Develops and implements program action plans for natural resource restoration and conservation project funding agreements, such as the Community Development Block



Grant National Disaster Resilience Grants (CDBG-NDR), Greenhouse Gas Reduction Fund Grant(s), and Fire Settlement Funds.

- Works with local, state, federal, tribal, and nonprofit stakeholders, including the California Department of Housing and Community Development, CAL FIRE, and United States Forest Service, to capture specific actions and incorporate them into implementation plans.
- Communicates regularly with project partners and stakeholders to solicit feedback and provide updates on project implementation. Identifies key milestones necessary to ensure successful project implementation.
- Under the direction of the Grants & Reimbursements Manager, is responsible for difficult, complex, or sensitive assignments that have higher visibility and public interest or involvement, or higher sensitivity due to the presence of difficult regulatory issues or a need to coordinate a number of partners.
- Coordinates project work between sub-grantees/contractors, project partners, and stakeholders. Assists in designing and implementing project activities to meet goals and objectives of the funding programs. Assists partners in complying with environmental rules and regulations. Provides assistance to sub-grantees and project partners. Identifies and pursues additional funding sources to match grant funds as needed.
- Anticipates and proposes changes to the plans and brings recommendations to management for approval. Incorporates approved changes into program documents (guidelines and procedures). Collaborates with funding agencies to ensure that the grant efforts are carried out in compliance with all state and/or federal requirements.
- Tracks tasks and deliverables for each funding source and completes all required reporting and financial management to meet requirements of various funding sources.
- Maintains digital records and the SharePoint site established for the program. Develops and maintains assigned SharePoint pages to allow for reporting and tracking of grant and reimbursement funds. Works with staff as needed to create and/or modify database functionality and reporting in conjunction with Information Technology staff. Maintains project files to consistent standards.

45% (E) – Development and Implementation of SNC Restoration Partnership Sub-Agreements

Identifies and develops scopes of work, deliverables and timelines, budget details, sub-agreement documents, and requests for proposals for work to be completed in order to meet the mandates of the various funding programs.

- Works closely with sub-grantee or contractor partners to design and implement natural resource restoration and conservation projects consistent with the goals and requirements of various funding sources.
- Follows state and federal contracting processes per guidelines outlined in the State Contracting Manual and the federal Office of Management and Budget (OMB) guidelines and regulations.
- Corresponds verbally and in writing with grant fiscal agents, project partners, contractors, and sub-grantees. Ensures each sub-grantee or contractor develops



deliverable timelines and oversees those established timelines to ensure all program priorities are fulfilled as required by the sub-agreement. Works with sub-grantees/contractors to develop, track, and report project metrics.

- Oversees expenditures and works with SNC administrative staff to receive, review, approve, and input invoices into the reporting system. Tracks tasks and deliverables for each approved project, and reviews and approves all work completed by sub-grantees and contractors. Tracks contract/grant expenditures by various local, state, and federal agencies. Provides reports to management, funding agencies and other project partners through weekly phone calls, accomplishment reports, and annual performance reports.
- Audits program files and performs project site visits to ensure appropriate tracking and reporting by sub-grantees/contractors. Identifies potential areas of concern and develops remediation plans. Works with sub-grantees/contractors throughout the duration of the project to meet deliverables set in the applicable agreements.

5% (E) – Public Outreach

Represents SNC as appropriate at meetings related to restoration partnership projects. Assists SNC staff and partners with project development.

5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends and presents at staff and quarterly Governing Board Meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The CPDA II is supervised by the SSM I Grants & Reimbursements Manager but may receive assignments from other members of the management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

All of the Knowledge, Skills and Abilities of the CPDA I, and

Knowledge of: specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of forest and/or water restoration; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with state law and policies and control agency oversight; local, state, federal, and private funding sources to leverage state funding for projects; determination of when and in what circumstances to acquire purchase options;



computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; state and federal grant programs; and relationships between local, regional, state, federal, private agencies, and organizations.

Ability to: work effectively with federal, state, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of Sierra Nevada Region resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Occasional lifting, carrying, and/or moving up to 25 pounds may be required. Travel is required (including driving or riding in a vehicle); incumbent may be outdoors, occasionally walking on uneven terrain and working in inclement weather, when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.



Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Employee Printed Name _____

Employee Signature _____